



OFFICE MANAGER – TEMPORARY

The U.S. Consulate General in Sydney is seeking an individual for the temporary position of Office Manager in the Consular Section

Salary: A\$67,635 p.a. pro-rata + superannuation benefits

Not to exceed January 6, 2017 - Full-time Monday to Friday

For the full job description please refer to the Employment Opportunities section on our website: <http://canberra.usembassy.gov>

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Please note that incomplete applications will not be considered, so please review the how to apply instructions carefully.

1. Completion of secondary school (Year 12) is required.
2. Four years of progressively responsible secretarial and clerical experience, and excellent knowledge of basic office procedures is required.
3. Level 4 (Fluent) written and spoken English is required. This may be tested.
4. High level of computer literacy - particularly with Microsoft Office Suite and Internet, and excellent writing skills are required.
5. A minimum typing speed of 40 wpm is required. This will be tested.

For the full job description and how to apply please refer to the Job Opportunities section on our website: <http://canberra.usembassy.gov>

Forward cover letter, response to the selection criteria and resume **by December 1, 2015** via email to: sydrecruitment@state.gov

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: Only short listed applicants will be contacted.

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

The Incumbent serves as Office Manager to the Country Consular Coordinator. Tasks involve providing a wide range of clerical and administrative support functions.

Major Duties and Responsibilities

- *Schedule*
 - Maintains the Country Consular Coordinator's (CCC) calendar by scheduling all appointments and meetings.
 - Screens visitors, phone calls and paper flow using personal judgment to handle many queries independently.
 - Coordinates arrangements for meetings and special functions
 - Screens, schedules and response to representational invitations on behalf of the CCC
 - Coordinates official travel for the CCC to Canberra and other posts within Mission Australia.
 - Coordinates domestic and international travel and training for the Consular office.
 - Coordinates schedule of meetings, visitors and appointments with Consular General's Office Management Specialist when the CCC's attendance is required.
- *Organizes*
 - Maintains office equipment and arranges for required repair i.e. telephones, personal computers, photocopiers, fax machines, scanners
 - Coordinates closely with the Consulate Staff at all posts to ensure that the CCC has all the required paperwork and information to attend any meeting, function, event, etc.
 - Utilizes Microsoft Office Suite, Excel, PowerPoint, contact databases, consular automated systems and databases and various other computer programs daily.
 - Prepares, submits and tracks representational vouchers for the CCC's signature.
 - Orders all expendable items from GSO, as well as placing all work orders for structural repairs in the Consular office
 - Manages ICASS funding and expenditure for general office supplies in the Consular office.
 - Is the Travel Arranger and main point of contact for travel in the Consular office. Trains new staff on electronic travel authorization and vouchering procedures. Maintains travel resources and guidance. Assists Consular staff as required with official travel arrangements and emergency travel.
- *Interface*
 - Coordinates with appropriate individuals, agencies and organizations on all arrangements for the CCC's travel. Makes complex domestic and international travel arrangements. Prepares, submits and tracks travel vouchers

- Monitors travel authorization, vouchering and travel expenditure for the Consular office. Prepares consular travel budget projections for each year.
- As required, establishes and maintains relationships with host country personnel. Maintains a network of contacts within the Embassy, the Department of Foreign Affairs and Trade (America and Europe Division), and personal assistants in other relevant offices within the diplomatic community.
- Maintains daily contact with the Australian Federal Police and coordinates the CCC's schedule and movements with them when the CCC is the Acting Consul General. Interfaces with Projects Control Officers on representational events and meetings hosted by the CCC to ensure that the CCC's guidance is maintained; continues close coordination with necessary parties
- Organizes and facilitates regular Consular staff meetings
- *Correspondence*
 - Monitors incoming and outgoing faxes, emails, cables, actions and letters requiring CCC attention.
 - Tasks appropriate offices to prepare timely drafts/responses to incoming correspondence for the Ambassador's, Consul General's, or CCC's signature; edits, reviews and proofreads outgoing documents for accuracy, formatting, clearances, and compliance with regulation.
 - Drafts and prepares letters/memoranda for approval and responds to routine correspondence within areas of authority.
- *All Others*
 - Keeps abreast of all issues and positions in order to anticipate, prepare, and execute all duties in order to maximize the CCC's effectiveness.
 - Performs a wide variety of staff functions, transmission of instructions and guidance from the CCC to ensure implementation and consistent policy in consular work at all posts in Mission Australia.
 - Serves as the Timekeeper for the Consular office
 - Serves as Travel Arranger for the Consular office
 - Keeps the Consular main calendar updates
 - Other duties as required

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY TO BE ELIGIBLE FOR CONSIDERATION.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. Four years of progressively responsible secretarial and clerical experience, and excellent knowledge of basic office procedures is required.
3. Level 4 (Fluent) written and spoken English is required. This may be tested.

4. High level of computer literacy - particularly with Microsoft Office Suite and Internet, and excellent writing skills are required.

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SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ELIGIBILITY REQUIREMENTS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the post. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); OR a current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B), and;

- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;
- ✓ (If applicable) Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference **must** submit documentation confirming eligibility for a conditional preference in hiring with their application. Any U.S. Veteran who applies **must** also indicate whether they wish to invoke their preference.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

SUBMIT APPLICATION

Via email to: sydneyrecruitment@state.gov

THE DEADLINE FOR APPLICATIONS IS DECEMBER 1, 2015

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

U.S. Mission Australia maintains a drug free work environment.

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)

- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References